

II. OSH Initiatives – SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments

A. SHARE – Safety, Health, and Return-to-Employment Initiative

a. SHARE Analysis

1. Reduce total injury and illness case rates by 3% per year
2. Reduce lost time injury and illness case rates by 3% per year
3. Increase the timely filing of injury and illness claims by 5% per year
4. Reduce the rate of lost production days due to injury and illness by 1% per year.

DOE met only one of its SHARE goals: the Department improved the timely filing of injury and illness claims by 6.7 percent over the prior year. The Department improved its timely filing rate from 62.4 percent to 66.6 percent, exceeding the SHARE goal of 57.7 percent. Most of this improvement occurred in the final quarter of the year, and may be the result of increased management attention to timely reporting. HSS will continue to monitor and report on timeliness to DOE senior management to encourage this improving trend. DOE failed to meet the other three goals. The following summary charts present DOE's SHARE performance.

● Goal 1: Total Case Rates (TCR)

FY03 Baseline	FY04 Perf	FY05 Perf	FY06 Perf	FY07 Target	FY07 Perf	FY07% Change
2.14	2.37	1.96	2.03	1.89	2.26	+11.3%

● Goal 2: Lost Time Case Rates (LTCR)

FY03 Baseline	FY04 Perf	FY05 Perf	FY06 Perf	FY07 Target	FY07 Perf	FY07% Change
0.73	0.73	0.73	0.86	0.65	0.81	-6.1%

● Goal 3: Timely Filing of Claims (TFC)

FY03 Baseline	FY04 Perf	FY05 Perf	FY06 Perf	FY07 Target	FY07 Perf	FY07% Target
47.5%	56.4%	61.3%	62.4%	57.7%	66.6%	+6.7% Met goal

● Goal 4: Lost Production Days (LPD)

FY06 Perf	FY06 New Baseline	FY07 Target	FY07 Perf	FY07 % Target
23.4	22.1	21.9	30.3	+38.4%

Source: <http://www.dol.gov/esa/owcp/dfec/share/getxls.asp?id=0160>

DOE did not improve its total case rate, lost time case rate, or lost production days rate. Nevertheless, DOE's rates are below those of the total Federal government and below many Federal Departments and Agencies, as displayed in Figure 2.

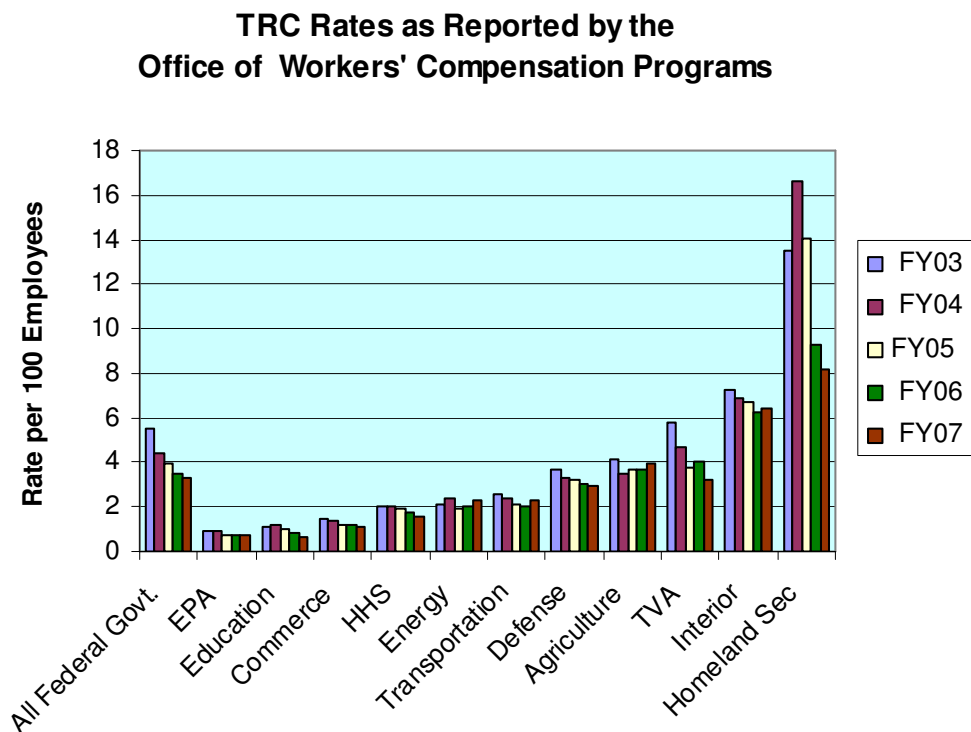


Figure 2. Comparison of DOE with other Federal employers over the time period FY 2003 – FY 2007 (Source: OWCP)

Overall, the DOE combined contractor and federal workforce reduced the total recordable case rate from 3.5 in 1997 to below 1.6 in 2007, effectively reducing the injury rate by over 50 percent in 10 years. Thus, the “big picture” numbers of continuous improvement over the past 10 years hid the Federal employee trends. DOE has concentrated on making its highly hazardous operations safer, and management attention has been focused on improving procedures and increasing accountability for safety. In the large Program Secretarial Offices (PSO), where Federal employees are geographically spread across the

country, injuries are perceived by management as isolated single events and until recently the cumulative impact of these isolated events was not examined.

b. SHARE Programs/Initiatives

The reorganization of the HSS began in August 2006 and continued into FY 2007. The major focus of HSS in FY 2007 was implementation of 10 C.F.R. 851 for the safety of DOE contractors. DOE contractors number 10 times the number of Federal DOE employees and perform the majority of the hazardous work. Efforts to improve contractor safety positively impact Federal worker safety by making field locations at DOE safer places to work. In addition, DOE Federal employees may use contractor onsite occupational medicine clinics for their own medical surveillance, emergency treatment and wellness programs and participate in contractor-led safety training

The ISM initiative was expanded to DOE Federal workers in FY 2006; and, in January 2007, the Deputy Secretary ordered Secretarial and Field Offices to develop their site-specific ISM descriptions for submittal by May 1, 2007, and November 1, 2007, respectively. The impacts of this effort will not be felt immediately; but, as this initiative grows within each Office, improvement is expected. This is part of a strategic plan by HSS to align safety responsibility with line management and position the FEOSH Office as a technical resource and champion. In August 2007, HSS announced that it will sponsor an ISM workshop for DOE and contractor personnel in November 2007 at Brookhaven National Laboratory. Of particular note is the opening video address scheduled for delivery by the Deputy Secretary, demonstrating top-level commitment to this process.

HSS is increasing efforts to inform top management of safety performance and to provide analytical support in detecting and understanding trends. Recently, contractor and Federal worker safety performance trends were contrasted in top-level briefings to inform senior management that while DOE as a whole was showing significant improvements, the Federal employee record was not improving. Also briefed were the impacts of tardy case reporting. Additionally, HSS now meets regularly each quarter with the Deputy Secretary and the Under Secretaries and provides safety updates. Interest is growing, with the Under Secretaries now requesting specific types of analyses by HSS of their safety performance for successive quarterly briefings.

Likewise, HSS has been highlighting the timeliness of reporting and recording occupational injuries and illnesses in its monthly and quarterly briefings to top DOE officials. These briefings report on timeliness deficiencies by each major DOE organization. Also, the DOE-wide safety-orientation training required of every Federal employee of DOE in FY 2007 provided clear instruction in each employee's reporting duties. This emphasis on timely reporting is beginning to show results, with a dramatic improvement in the timely filing of OWCP claims in the fourth quarter of FY 2007. HSS will continue to aggressively promote safety for Federal and contractor employees in support of the Program Secretarial Offices' (PSO) efforts by monitoring and reporting on the timely filing of claims and injury/illness records and performance trends to further drive improvement. Further, HSS will encourage the PSOs to develop case management initiatives, in coordination with the Office of Management and Administration and OSHA. Improved case management is a goal for 2008.

B. Motor Vehicle / Seat Belt Safety

a. Number of motor vehicle accidents experienced by employees in FY 2007

Fourteen DOE Federal employees suffered injuries in motor vehicle accidents. One accident that involved three employees was the result of another (not DOE) vehicle driving into the side of a DOE vehicle.

	FY 2006	FY 2007	Change
Number of motor vehicle accidents experienced by employees	0	14	+14
Number of accidents resulting in personal injury	0	12	+12
OWCP costs of accidents	0	\$23,563	+\$23,563
Vehicle repair costs due to accidents	N/A	N/A	N/A
Amount of liability claims against the agency due to accidents	N/A	N/A	N/A

b. Mechanisms in place to track the percentage of seat belt usage by employees

DOE requires seat belt use on DOE property and also requires use of seat belts in government-owned vehicles. DOE, in general, does not track seat belt use compliance. However, OST checks seat belt use when it sends a verification team to monitor driving, for both exercise

and operational convoys, on a random basis. At the Savannah River site, onsite security forces are authorized to ticket violators of the seat belt requirement. Eight warnings and eight tickets were issued for the 9000+ employees at the site in 2007, including about 320 DOE Federal employees. No federal employees were ticketed. The DOE reporting system, CAIRS, contains data fields for reporting seat belt availability and usage when recording motor vehicle injuries, but provision of this information is optional. Bonneville and Western Power Administrations, each with two motor vehicle injuries, reported that all of their employees who were involved in motor vehicle accidents in FY 2007 were wearing their seat belts.

c. Efforts taken to improve motor vehicle safety and seat belt usage

DOE Order 440.1B requires the use of seat belts onsite and when traveling in Government-owned or -leased vehicles and directs each facility to develop its own tailored Motor Vehicle Safety Program. WAPA requires defensive driving courses be taken by employees before driving a GSA vehicle. Some DOE sites, such as Y-12 at Oak Ridge, Tennessee, ban handheld cell phone use while operating a motor vehicle onsite. OST conducts formal briefings on every mission/exercise, conducts a safe driver award program, reviews every motor vehicle mishap, requires the additional training requirements for DOT commercial drivers' licenses and provides special training in tactical operations and inclement weather operations.

C. Recordkeeping Requirements

CAIRS was implemented almost two decades ago to collect DOE-wide data on occupational injuries and illnesses occurring to both DOE and DOE contractor employees. The information collected includes data required to meet DOE recordkeeping and reporting requirements, which includes OSHA F 300, OSHA F 301 and other data. DOE is updating the CAIRS structure to add new codes in data capture for achieving greater specificity in work activities and job groupings for the federal employees in security roles to allow a more finite analysis of accident injury performance in order to identify areas where we can achieve greater control to reduce our associated rates. It will take time to collect data to allow to process to bear success, but it will commence in early FY 2008. The Office of Corporate Safety Analysis, within DOE, routinely analyzes and reports the data for DOE Federal workers. Information on the DOE CAIRS system may be found at

<http://www.hss.energy.gov/csa/csp/cairs/>

COMPONENT	YES	NO	PLEASE DESCRIBE IF YOU CHECKED "YES."
Agency Wide	X		CAIRS is used throughout DOE, except by the Bonneville Power Administration. It includes case information for both Federal and contract workers.
Web based	X		Limited access system that requires user registration and authentication.
Excel based		X	N/A
Access based		X	N/A
Paper only		X	N/A
Includes no injury and near-miss accidents	X		CAIRS does not collect near miss and no-injury data. DOE operates a separate data base that collects some information that would be classified as near miss accidents and accidents that did not involve injuries. This system, ORPS, is also a limited access system that requires registration and authentication.
Includes OWCP data		X	
Generates OSHA 300 forms	X		CAIRS does not generate the OSHA F 300. The capability to generate this report is included in pending changes to the database. Currently, the OSHA F 300 is maintained by each DOE office.
Generates OSHA 300A forms	X		CAIRS does not generate the OSHA F 300A. The capability to generate this report is included in pending changes to the database. Currently, the OSHA F 300A is maintained by each DOE office.
Generates OSHA 301 forms		X	CAIRS does not generate the OSHA F 301. The DOE equivalent form, DOE F 5484.3, "Individual Accident/Incident Report," can be generated by CAIRS.
Generates multiple reports	X		CAIRS includes Standard Reports, Basic Reports and Ad Hoc reports. The Standard reports are static preformatted reports, which are generated once a quarter to coincide with reporting requirements. CAIRS Basic Report includes both incidence rates and number of cases and provides both real time and daily updates to cases, work hours and incidence rates. CAIRS Ad Hoc Reports provides the capability of performing detailed searches of the CAIRS data and displaying the results in user-defined reports.
Other	X		CAIRS allows users to enter case information in either of two formats and track changes and approvals by users.

The DOE Occurrence Reporting and Processing System (ORPS) provides timely notification to the DOE complex of events, including near misses, that could adversely affect public or DOE worker health and safety, the environment, national security, DOE's safeguards and security interests, functioning of DOE facilities, or the Department's reputation. Daily Occurrence Reports and Weekly Summaries are prepared from these data. The Daily Occurrence Reports are disseminated via e-mail and a password-protected website to managers throughout the Department. The Weekly Summaries are disseminated via e-mail and a public website found at <http://www.hss.energy.gov/csa/analysis/ll/occurrences.html>.

Lessons Learned are also prepared and posted on a password-protected website.

D. Workplace Violence

a. Workplace Violence Incidents

The OWCP database revealed no injuries due to violence, but the CAIRS system identified three cases of assaults and violent acts, all of which were associated with the training undertaken by the security guard force. Each of these injuries occurred in practice sessions in self-defense and use of force; none were cases of deliberate workplace violence.

Incidents	Cause—FY 2007
1	None
2	N/A
3	N/A

b. Workplace Violence Programs/Initiatives

Secure access to DOE facilities, with uniformed guards at facility entrance gates and building entrances, limits access to authorized personnel. At most sites, non-employees pass through metal detectors, and packages and purses are X-rayed. These measures limit entry of personnel, prevent the introduction of weapons, and deter workplace violence.

Significant workplace violence prevention at DOE is provided by the Department's security clearance process, which requires employees and onsite contractors to be issued a badge. This process deters personnel with criminal records and those with certain mental illness records from entry and deters violent behavior since such behavior would result in termination of the security clearance. The issuance of higher levels of security badges, particularly for those with access to weapons or nuclear materials, involves thorough background checks and interviews.

The PMAs have less secure facilities, but Violence-in-the-Workplace training for employees and supervisors is provided, and there is a strong zero-tolerance policy for violence in the workplace. Supervisors are authorized to place an employee on immediate administrative leave if they are disruptive or represent a threat in some way.

E. Agency Establishments

DOE has compiled its list of establishments and will submit it to OSHA before the end of December 2007, as requested by OSHA.